

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES  
JANUARY 14, 2022  
SUBJECT TO APPROVAL**

The regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held via Zoom on January 14, 2022. The meeting was called to order by Chairperson Sandee Fleet at 8:02 A.M. In attendance were Vice-Chair Cheryl Cook, Commissioners Ron Anastasio and Oliver Dickins, Board of Selectman liaison Amber Abbuhl, Kris Barnett from Berkshire Hathaway as well as Executive Director, Melissa Green. Commissioner Deborah Clifford and Housing Administrator, Christine Winters were absent.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC AUDIENCE**

No one from the public attended this meeting.

**KRIS BARNETT, BERKSHIRE HATHAWAY HOME SERVICES (DISCUSS FUNDING OPPORTNITIES)**

Kris Barnett spoke about our wish list and mentioned that we should prioritize the list, identify the issues and quantify the costs. She mentioned that the Housing Authority may want to create a 501c3 non-profit to be able to fund raise. Vice-chair Cook said she would look into the process of creating a 501c3. The Executive Director mentioned that she would begin prioritizing the list.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the December 10, 2021 Special Meeting were reviewed by the Board. The minutes were accepted with no corrections.

**BOARD OF SELECTMAN LIAISON REPORT**

Liaison Amber Abbuhl mentioned that the Town received the American Rescue Plan Act (ARPA) funding. She also mentioned that they may set it up as grants for 501c3 organizations to apply for.

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director gave an update on the vacancies, resident activities, COVID, the FY21 Audit and the status of the software conversion.

**OCCUPANCY REPORT**

The Executive Director provided an update on the vacancies and the waiting lists. As of December 31<sup>st</sup> there were four vacant units at the Dr. Owen L. Murphy Apartments and one application received.

As of December 31<sup>st</sup> there were five vacant units at the Virginia Connolly Residence and three applications received. A new resident signed the lease in early January which leaves four vacant units.

**FINANCIALS**

The Executive Director reviewed the financials for the period of October-December and provided the Board with a summary of each budget.

**COMMUNICATIONS**

The Executive Director said that there were no communications.

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**NEW BUSINESS**

- Proposed Base Rent Increase for DOLMA
- Proposed Congregate Services Increase for VCR

After reviewing the proposed rent increases with the Board, a motion was made by Chairperson Sandee Fleet to increase the base rent for DOLMA by \$35 and to increase the Congregate Services for VCR by \$35. Vice-Chair Cook seconded the motion. All voted in favor, motion carried.

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Vice-Chair Cook to adjourn the meeting, seconded by Commissioner Anastasio. All voted in favor, motion carried. The meeting was adjourned at 9:16 A.M.

Submitted by,

Melissa A. Green  
Executive Director/Secretary